

# Blogging in WordPress

*This workshop is an introduction to blogging and WordPress. In the workshop, we will use an online service called Edublogs.org to set up and maintain our blogs.*

## What Will Be Covered in This Workshop?

Tuesday May 9, 2006

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## Intro to Blogging

The word “blog” is an abbreviation for “web log.” A web log, or blog, is a term used to describe a web site that publishes content on a regular and ongoing basis. It can be a personal diary, a chronicle of commentaries on various issues and topics, or a creative journal, to name just a few. Many blogs focus on a particular topic, such as web development teaching or politics.

For the purposes of this workshop, we will create a blogfolio, which is a portfolio and resume in blog form. At the end of this workshop, if you choose to change the content of your blog to something other than a blogfolio, that’s fine. Please remember though, at this time, SBISD’s policy about setting up a classroom blog to use with your students is not allowed. There is a committee that is in the process of researching possible blogging platforms along with potential policies, trainings, assessments, and criteria, etc.

If you decide that you’d rather create and maintain a personal blog, it is advised that you set-up a WordPress blog using one of the other

services available on the web. Edublogs is meant for educators and education blogs. For a list of the other WordPress blog platforms available on the web, along with a list of educator blogs, blog articles, and directories, please visit Landrum’s bookmark site on the web at <http://del.icio.us/landrum>.

### So Let’s Get Started!

Each time you visit your blog, you’ll need to log-in as the administrator. It is from the “back-end” of the blog where you write and manage posts and pages, edit comments, manage users, and choose themes and plug-ins for your blog. From the home page, on the right side of the page, is the navigation bar that holds the links to the pages, posts, categories, and links for your blog. In order to log-in as an administrator, click on the link named Site Admin. You’ll be taken to a log-in screen where you’ll enter the user name and password that Edublogs sent you.



## Dashboard

### Edublogs news

[Free Wikis for all Edublogs.org Users](#) — 5 days ago

It's taken a while but I'm delighted to announce that over

## Latest Activity

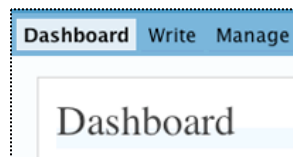
### Incoming Links [More »](#)

• No results found

## Introduction to the Administrative Area

The Administrative Area is the brains behind the blog. It is from these various panels that you will spend most of the time on your blog writing posts and pages, managing posts and pages, creating links, choosing themes and plug-ins, registering and managing users, and changing various options for your blog.

### Dashboard



The **Dashboard** is the first page of the Administrative Area. From this page you can see any recent activity on your site and any recent announcements from Edublogs.

### Write Panel



The **Write Panel** has two sub-panels: “**Write Post**” and “**Write Page**.” Its here where you populate the content of your site by writing and publishing posts and pages. Posts are what you typically think of when you visit a blog.

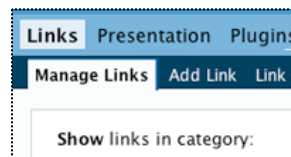
They are displayed and organized chronologically. Pages on the other hand live outside the chronological order of your blog. They typically hold static content that changes very infrequently. An example of a Page for your blog might be “About Me,” or for your blogfolio, “Resume.”

### Manage Panel



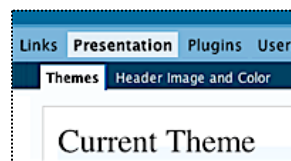
The **Manage Panel** has quite a bit more under its hood. Here, you manage (or edit) **Posts** and **Pages** that you’ve already written. You will also manage **Categories**, and **Comments**. More about all of this in a bit.

### Links Panel



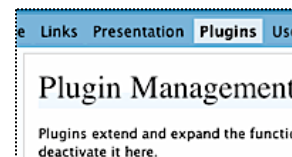
Some people use The **Links Panel** quite a bit; some like myself, barely use it at all. Either way, this is the panel to manage your links to outside blogs and websites.

### Presentation Panel



The **Presentation Panel** is literally hours of fun and very addictive. This is where, in a matter of moments, you can change the entire look of our blog with a few clicks of the mouse.

### Plug-Ins Panel



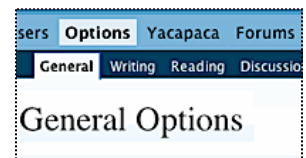
The **Plug-ins Panel** add a bit of functionality to your blog. You aren’t required to add any of the plug-ins, if you don’t want to. In fact, all of the plug-ins in this panel are “deactivated” by default. Because this isn’t a WordPress blog that you host yourself, you can’t install your own plugins But you can recommend to the owner any new plugins that you’ve found that you’d like to have access to through the Edublogs Forum. More about all of this later.

### Users Panel



From **The Users Panel** you can register and manage the users of your blog. This is also the area where you can change your password, if you desire.

### Options Panel



The **Options Panel** is where you can change how your blog functions and how people can interact with your blog.

The final three panels in the **Administrative Area** don’t really have anything to do with your blog, but I’ll mention them here. All three are fairly new additions to Edublogs, so I can’t comment on them in detail. **Yacapaca** is the organization that sponsors Edublogs. They offer free resources to Edublogs teachers. They are a European based company, so I know nothing about them. **The Forums** area is brand new and a great place to go if you have a question you need to ask the owner. And finally, **Wikispace** and a new service being offered to Edublogs subscribers. Basically, because you have an Edublogs blog, you also have access to a wiki. You aren’t required to use it...but if you’re interested, why not dive in?

## Dashboard

## Edublogs news

[Free Wikis for all Edublogs.org Users](#) — 5 days ago

It's taken a while but I'm delighted to announce that over the next week we'll be rolling out free (and ad free!) Wikispaces for all edublogs.org users. So all existing users will get a free Wikispace – which'll get kinda integrated into their edublog space (through the admin menu and in the sidebar) – and all [...]

[Edublogs.org in The Australian](#) — 12 days ago

Do ya like the piccie :) Here's the article! And for a limited time it looks like I'm on their Higher Ed Homepage. "A LOT of people spend a lot more than \$US3000 a year on their hobbies," James Farmer says, laughing. His hobby may be better described as a quasi-religious quest: he preaches a gospel of [...]

["All New" edublogs.org forums!](#) — 18 days ago

This is a soft launch (will email everyone later) of the all new edublogs.org forums. As some of you may remember I experimented with a forums area using Drupal a while back but it didn't have any real impact so this time there's a few serious improvements. It's using the excellent bbPress (thanks Matt :) which is [...]

## incorporated subversion »



## Latest Activity

Incoming Links [More »](#)

- [No results found](#)

## Comments »

- [Mr WordPress](#) on [Hello there!](#) ([Edit](#))

## Blog Stats

There are currently 0 [posts](#) and 1 [comments](#), contained within 1 [categories](#).

## Test Driving Your Blog

### The Dashboard

Return to the **Dashboard Panel**. Notice at the top of your blog is a dark blue bar. In the top-left corner is the name (and tag-line) of your blog. You can change either of these in the **Options Panel**, but before you do that, let's take a look around. To the right of your blog's name and tag-line, is a direct link to your blog (**View site »**). Clicking on this will take you to back to your blog. In the upper-right corner of the blue bar is your user name (you cannot change this), a **Sign Out** link, and a link to your **User Account**. These items are the same on every panel you work in inside the Administrative Area.

In the light blue bar are the links to all the panels that we just briefly discussed. Again, these main links are available in every panel

of the Administrative Area.

In the **Dashboard Area**, the primary thing of interest is the information in the **Latest Activity Box**. At a glance, you can see if anyone has made new comments to any of your posts, or if there are any comments that need moderation. The latest posts and pages are also visible. And finally, a summary of how many posts, comments and categories contained within your blog are calculated at the bottom of this box.

One note: At the top of the **Latest Activity Box** is a heading titled "Incoming Links." Unfortunately, if you click on the **More »** button inside the SBISD firewall, you won't be able to go anywhere. What is this? This is a link to a site called Technorati.com. It is basically a clearing house for all things "blog." If you want to see if someone has linked to your blog from their site, Technorati can help you figure that out. This is also a great search engine for blogs AND a place to get your blog out there

in the blogosphere. For obvious reasons, I can't really discuss its use here. So in the near future, I'll send out a few supplements to this workshop and this information will be among that them.

The only thing remaining on the **Dashboard** are the latest announcements from Edublogs and the owner of Edublogs, James Farmer.

One final note: At the bottom of the page is a link to the **WordPress.org** site. There is a forum and support documents on the this site...just be aware that there is a difference between the version of WordPress represented on the WordPress.org site and the version you are using. Consequently, if you're looking for information, you can certainly find it on this site...but not ALL of the information will apply to the version of WordPress you are using on Edublogs.

# Kboan: Blogfolio

Professional Blog Portfolio & Resume

## Hello there!

April 24th, 2006

Welcome to [Edublogs.org](#). This is a default first post so the first thing you will probably want to do is edit or delete it and then you can start blogging!

However you will need your login and password for that so while you are waiting, please feel free to check out some of the [latest updated edublogs.org blogs](#), swing by the [edublogs.org forums](#) (a great place to ask if you have any questions or requests!) or just email all your colleagues telling them how wonderful edublogs.org is and that they must get an account 😊

Welcome aboard! We hope you have a great blogging experience!

Posted in [Uncategorized](#) | [Edit](#) | [1 Comment](#) »

Kboan: Blogfolio is proudly powered by [WordPress](#)  
[Entries \(RSS\)](#) and [Comments \(RSS\)](#).

### Pages

» [Welcome!](#)

### Archives

» [April 2006](#)

### Categories

» [Uncategorized \(1\)](#)

### Blogroll

» [Chalkface](#)

» [Blogsawvy](#)

» [Incsb](#)

### Meta

» [Site Admin](#)

» [Logout](#)

» [Valid XHTML](#)

» [XFN](#)

» [WordPress](#)

## Navigating Your Blog

By default, your “home page” is an introductory post. We will delete or edit it in just a minute. But first, let's look to see how you can navigate around the blog. The title of the post is actually a clickable link that will take you to a full-page view (and any comments) of that post.

The navigation bar is made up of a list of **Pages**, **Archives**, **Categories**, **Blogroll** (or links) and something called “**Meta**.”

The links under **Pages** are links to any static pages you have created. The example I have is a “Welcome” page. By default, you have an “About Me” page.

The links under **Archives** will take you to monthly chronological views of your posts (no pages).

**Categories** is a clever way for you to start organizing your posts into themes or subjects. Before you start writing posts, we'll create

some categories first. Then, as you write posts you'll assign different categories for that post. This helps people find information of interest on your blog without having to trudge through the chronological view. There are no rules to using categories and you'll probably change this many times until you get to something you like and enjoy.

**Blogroll** is a way for you to keep a list of links to off-site blogs and websites you find interesting and you'd like to share with people who stop by your blog.

**Meta** is a hodge-podge of links that will differ depending on the theme you use. Some themes do not even have this category. **Site Admin** and **Logout** are quite useful. But the rest...not so much. **XFN** is a “friends” network that many teens use. **Valid XHTML** is for the geeks in the crowd and proves (or disproves) that your site is validated by the W3C. And the **WordPress** link is to Wordpress.org. Unfortunately, you can't change or edit this list if you choose a theme that uses it...so just ignore

most of the items in it. I do.

At the end of each post, you'll see the tags assigned to that post, the number of comments for that post, and an **Edit** link (if you are logged in). Clicking on the one of the tag (or category) links will open a page of ALL the posts that have been assigned that tag. Clicking on the **Comment** link will take you to the comments posted, if any, or a form to post a comment.

At the bottom of the page is the name (and tag-line) of your blog along with another Wordpress.org link. **Entries (RSS)** and **Comments(RSS)** are ways for people to subscribe to your site using a site like **Bloglines** or a stand alone news aggregator like **Feed Reader**. I won't talk much about **RSS** in this workshop...but will send along additional information in the coming weeks.

## Your Profile and Personal Options

## Name

Username: (no editing)

boan

First name:

Last name:

Nickname:

boan

Display name publicly as:

boan ▼

## Contact Info

E-mail: (required)

kary-nospam@earthlink.net

Website:

http://boan.edublogs.org/

AIM:

Yahoo IM:

Jabber / Google Talk:

## About yourself

Share a little biographical information to fill out your profile. This may be shown publicly.

## Update Your Password

If you would like to change your password type a new one twice below. Otherwise leave this blank.

New Password:

Type it one more time:

## Personal Options

☒ Use the visual rich editor when writing

Update Profile »

## Customize Your Blog

## Change Your Password

1. You can change your Edublogs password from the default password sent to you via email. Return to the **Administrative Area** and then navigate to the **Users Panel**. An example of this panel is shown above.
2. You can change your password in the lower right corner of the panel. Make certain you click the **Update Profile** to save your password.

## Change Other Info in Users Panel

1. You can not change your username. However, you can change your nickname. This is the name that is displayed by any posts that you create. Simply type a new nickname in the appropriate box and click the **Update Profile** button. Then select the new display name from the drop-down menu. Press **Update Profile** once more.
2. Your **First name** and **Last name** are what's displayed when someone clicks on your nickname to view your profile.
3. **About Yourself** is an area that is not displayed in all blog themes.
4. Your email address is not displayed on your blog or in your profile. This is used by Edublogs.
5. If you have another website you'd like associated with your profile, you can

type it here. Otherwise, leave this on the default Edublogs URL.

6. One final note: You can turn off the **visual text editor** option in the lower left corner of the **Users Panel**. This is a WYSIWYG editor that helps you write posts. However, the feature does not work in all browsers properly. If you find writing posts to be problematic, try turning this feature off to see if it helps.

## Current Theme



### WordPress Default 1.5 by [Michael Heilemann](#)

The default WordPress theme based on the famous [Kubrick](#).

## Available Themes

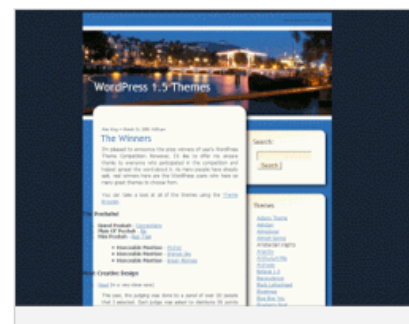
### [Almodovar 0.7](#)



### [Almost Spring 1.0](#)



### [Amsterdam Nights 1.5](#)



## Design Your Blog

### Change Your Theme

1. Now for the fun part. Changing your blog's theme is easier than changing your shoes. Simply click on the thumbnail or name of the theme you'd like to use; wait a moment and choose (**View Site »**). It's literally that easy.
2. Some themes have a little more customization built-in than others. Two of the themes that have this are the **default theme** and **Fauna**. For the themes that have customization, you'll notice a second sub-panel inside the **Presentation Panel** when that theme is chosen.
3. While you choose your theme, keep checking the site and look at the changes **THOROUGHLY**. Every theme has its

own quirks and features. One may not include the tag-line in your header, while another may not display a navigation bar.

4. Think about what you want your site to be about. Will you use a lot of static pages? Or will you use very few. If you plan to use a lot of static pages like I did on my blogfolio, I don't recommend using a theme that has navigation links that run across the top of the page. Strange things happen that you have no control over.

<http://www.karyboan.edublogs.org>

5. If you plan on using a lot of images in your posts, I don't recommend using a theme that has a narrow content area. Images and text wider than the content area causes your blog to not display properly in some browsers.

6. Finally, be mindful as to what's appearing in the sidebar for each theme. Again, every theme has its quirks. Sometimes it's 95% exactly what you want but the missing 5% is just too important to overlook. Onward and upward. The good news is that there are many themes to choose from and James Farmer promises more to come.

# Organizing Your Blog



## Creating Categories

By default your WordPress Blog has only one category named "Uncategorized." Categories are a great way for you to organize your blog into themes or subjects. Its a good idea to begin creating some of the categories you think you'll need before you start posting. You can always create more later.

1. To create a category, go to the **Manage Panel** and choose **Categories**.
2. Click the **(add new)** link.
3. Type a name for the new category. Don't make the name too long or your sidebar could get stretched or distorted.
4. Add a description, if desired.
5. The **Category Parent** should be left at **None** unless you'd like to create sub-categories under the main (parent) category. An example of a parent/sub-category might be - Hardware: camera; printer; scanner.
6. Create several categories for your blog at this time. You can add to or change them later if needed.

## Tweaking Your Categories

The problem with categories is that they usually display in alphabetical order. But, there are times when you want them to display by order of importance. There is no magic way to make this happen so you have to do a little tweaking. There are two solutions to force your categories to display in any order YOU choose.

ID	Name
358	All
2568	Flash Development
2392	Presentations
2569	Print/Design Work
5343	Trainings
247	Web Design

## Solution #1: Add Spaces in Front of Your Category Names

1. Click the **Edit** link next to the category name.
2. Add spaces in front of the category name. The more spaces...the further up the list it will appear. The spaces will not display.
3. When you are finished, your categories will display in the order of importance that you have given them.

ID	Name
5344	Trainings
5345	Presentations
5346	Web Design
5347	Flash Development
5348	Print/Design Work
358	All

## Solution #2: Number Your Category Names












































1. Numbers appear in the list first. So adding a number to your category name will force the list to display in numerical order.
2. Make certain that you do NOT change the category name's Slug to also include the number. The Slug becomes part of the category's URL. Its best to keep the slug name as simple and basic as possible.

ID	Name
5349	01 Trainings
5350	02 Presentations
5351	03 Web Design
5352	04 Flash Development
5353	05 Print/Design Work
5354	06 All

## Write Post

Title

Post

**B** *I* ABC
 









































































































































































































































































































































































































































## Write Post

Title

Parum Claram Anteposuerit

Post

**B** *I* ABC [List Icons] [Link Icon] [Image Icon] [HTML Icon]



Parum claram anteposuerit, litterarum formas humanitatis per seacula quarta decima? Assum typi non habent claritatem insitam est usus legentis. Quinta decima eodem modo typi qui nunc nobis videntur parum clari fiant sollemnes in. Dynamicus qui sequitur mutationem consuetudium lectorum mirum est; notare quam littera gothica quam nunc putamus et. Investigationes demonstraverunt lectores legere me lius quod ii legunt saepius claritas est etiam processus? Ipsum dolor sit amet consectetur adipiscing elit sed diam?

Path:

Save and Continue Editing

Save

Publish

Upload Browse Browse All

Discussion +

Password-Protect Post +

Post slug -

parem

Categories -

Add

Separate multiple categories with commas.

- ☒ 01 Trainings
- ☐ 02 Presentations
- ☐ 03 Web Design
- ☒ 04 Flash Development
- ☐ 05 Print/Design Work
- ☒ 06 All

Post Status +

Post Timestamp: +

Post author: +

## Adding Photographs

### Upload and Post an Image

The example above shows an image that I uploaded to my WordPress blog and inserted into my post.

1. In the **Write Post** or **Write Page** panel, scroll down below the post area until you see the area for uploading images.

Upload Browse Browse All

File:  Browse...

Title:

Description:

Upload

2. Click the **Browse...** button and navigate to the area of your computer that has the photo(s) you wish to upload.
3. You may put a title for your image or leave this line blank. If you leave it blank, WordPress uses the name of the image the title.
5. When you have filled out all the information, click **Upload**. The image appears in the "bin" similar to the example shown above.
6. After your image has been uploaded into the image bin, click on it and you'll see the options shown in the example to the right. Basically, you can choose to insert the **Original** full-size image or a **Thumbnail** of the image. You can **Link** the image (or thumbnail) to a larger version of itself. "**Send to Editor**" does just that. Place your cursor where you'd like

Upload Browse Browse All

Using Original  
Not Linked  
Send to editor  
Delete  
Close Options

the image to appear and click on the "**Send to Editor**" link, or just and drop the photo into your post. "**Delete**" does as it says; it deletes the image from your post and your blog. "**Close Options**" closes the image options.

## Adding Photographs, continued

### Format Your Image in Your Post

After you've placed the image in your post, you might want to format it a bit so it looks a little better.

1. When you place your image, it might look something like this.



2. If you'd like the text to wrap around the image, select your image and choose the small image icon at the top of your Rich Editor. A dialog box similar to the one shown below will open.

**Insert/edit image**

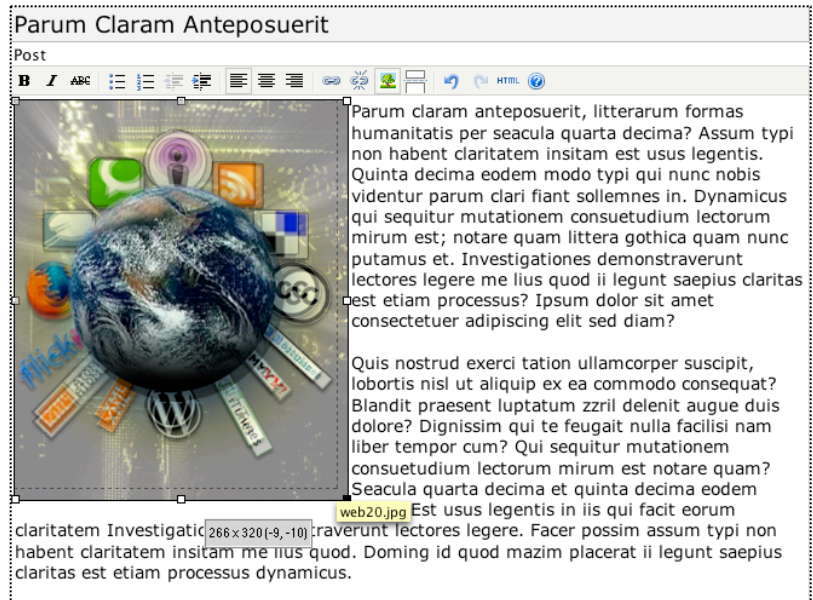
Image URL:

Image description:

Alignment:

Done

3. Under the **Alignment** menu, choose the alignment you'd like your image to have. The typical alignment is either left or right.
5. You can also change the image description using this dialog box, if you like.



6. When you return to your post, you should notice that the text now wraps around the image.
7. You might need to re-size the image slightly. Just drag on one of the corner handles to resize.
8. Finally, just like in a regular webpage, you can use an image as a link. Select the image and click on the icon of the chain in your Rich Editor.
9. A dialog box opens similar to the one shown below. Simply type the URL for you hyperlink. And click Insert. Be aware that for some reason, the **Target:** option does not work in the Multiple Users WordPress. So no link can be made to open in a new window using this feature.

**Insert/edit link**

Link URL:

Target:

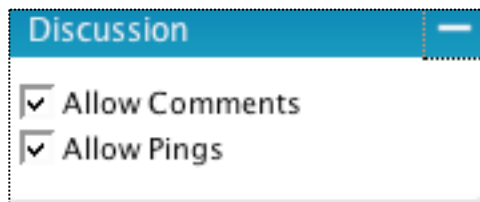
Title:

Done

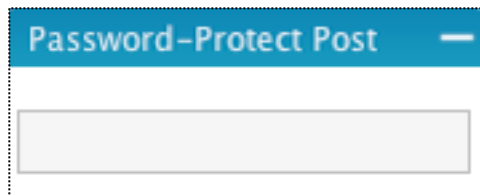
## Tweaking Your Posts

There are just a few more things you can do to tweak how your posts behave.

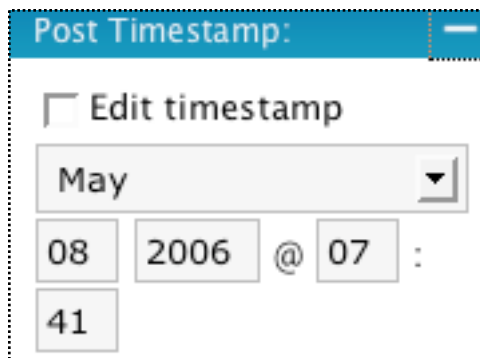
1. **Allow or Deny Comments and Pings.** Allowing comments is what makes a blog interactive. This option is turned on by default. But if you'd prefer to turn this option off and not allow commenting on a particular post, simply uncheck the box.
2. In a nutshell, **Pings** are a way for a conversation to take place over several blogs. This feature is automatic when all the blogs involved have this feature turned on. To learn more about Pings (and other blogging info) please visit the Landrum bookmark site at <http://del.icio.us/landrum>.
3. The image below shows both comments and Pings are allowed and "turned on."



4. If there is a particular post you would like to password protect, simply add a password in **Password-Protect Post** box. There is nothing more to do but remember the password as the post can not be viewed without it.



5. Another neat thing you might need to do from time to time is change the date stamp on a post. If, for example, you want something to appear as though you posted three months ago you can change it in the box shown below. Make certain you check the **Edit timestamp** box or no change to the timestamp will occur.



## Writing HTML in Your Posts

If you know a bit of HTML and want to format your posts accordingly, click on the small **HTML** button in the **Rich Editor**. It will open a dialog box showing the content of your post along with any HTML code that is formatting your information. You can hand-type HTML code in this box then click the **Update** button. If you need any assistance here, click the question mark (?) to see some hints and information about using HTML in WordPress.



## Creating Pages

Creating a page is very similar to creating a post. However, there are a few options I've discussed that aren't available on pages. For example, you don't assign tags or categories to a page as you do a post.

Remember that pages behave differently than posts in your actual blog because they fall outside the chronological order of posts. They are best used for static content that rarely, if ever, need updating..

For my own professional blogfolio, I used the static page feature to for the pages of my resume and the ongoing posting of the post/blog format for my portfolio. My resume will change, but it is not as dynamic and changing as my portfolio has the potential to be...which could essentially be updated on a weekly basis.

One final note: In the **Post Pages Panel**, you'll notice an option on the right side of the panel called **"Page Order."** I have found this feature doesn't work in many of the themes. However, you CAN use the same two techniques mentioned in the section of this tutorial on organizing and tweaking our **Categories**. Essentially adding either a number before the page's name or adding spaces before the name will allow you to have some control over the ordering of that page.

## Creating & Managing Links

### Creating Links

Some people love to have lots and lots of links. Some people have none. No matter where you fall, you should know how to add and manage links for your blog.

1. Choose **Links** in the **Navigation Bar**. By default, you'll be taken to the **Manage Links Sub-Panel**.
2. There are three links and one category that was added to your blog. You can delete these links simply by clicking on the **Delete** button to the far right of the row.
3. To create a link, start by copying the URL of the blog or website address you'd like to add to your blog.
4. Choose the **Add Link Sub-Panel**. Give the link a name; paste the URL in the correct form field; provide a description if you desire; and finally assign a **Link Category**.
5. Since you haven't made any new categories yet, you'll only have one. That's okay. Just select the **Add Link** button and you've added a link to the sidebar of your blog.

### Creating Link Categories

1. **Link Categories** are perfect if you fall in the category of someone who has many links and you'd like to include them on your blog. Think of some the categories you'd like to use on your site.
2. Choose the **Link Categories Sub-panel**.
3. Add the name of the **Link Category** in the correct field. I leave the remaining fields at their default and choose **Add Category**.
4. Continue doing this until you have all the **Link Categories** you desire.

### Managing Links

1. Now, return to your **Manage Links Sub-Panel**.
2. From here you can re-assign **Link Categories**. Place a check in the box to the far right of the link's row and choose **Move to Category** at the bottom of the list. Select **Go** and continue doing this until you have reassigned all of your links to their correct **Link Categories**.
3. You can also turn off a link's visibility without actually deleting it from your list if you'd like.

### Advanced Options When Creating Your Links

1. Choose **Add Link Sub-Panel** and scroll down to the middle and bottom of the page.
2. You can add an image to your link by providing the image URL in the correct box. Make it a small thumbnail if you choose to do this or your sidebar could become distorted.
3. I personally don't use any of the other features here except one. Under **Target**, choose **\_blank** if you'd like the link to open in a new browser window when someone clicks on it.
4. Finally, if you have a link or links that you don't want to delete, but you don't want them to appear in your sidebar, simply choose **No** under **Visible** and the link will remain in your database, but won't appear on your blog.

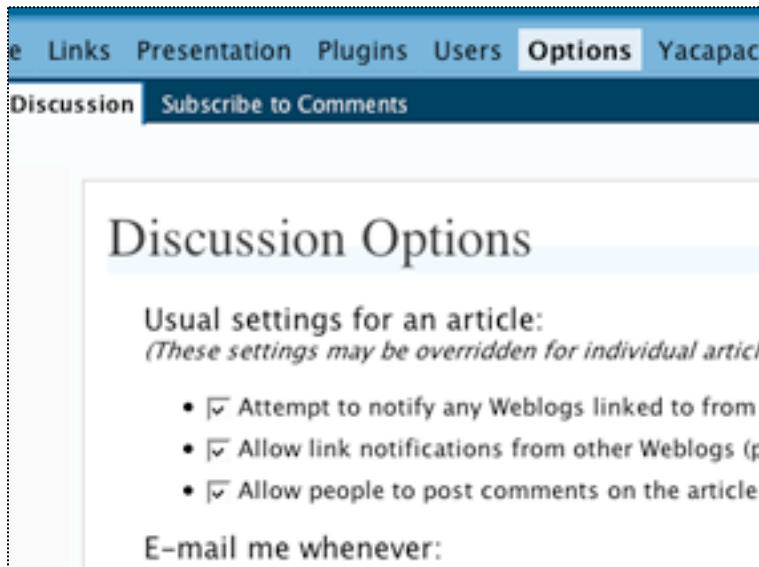


## Managing Comments & Spam

### Viewing, Editing & Deleting Comments

Comments can be the life's blood of your blog. Its what keeps the content fresh and dynamic. Allowing others to express their opinions, ideas and views can add not only new information to your blog, but variety as well. But allowing comments isn't required. Earlier, I showed you how to turn comments off for an individual post. In a moment, I'll show you how to turn this feature off for the entire blog.

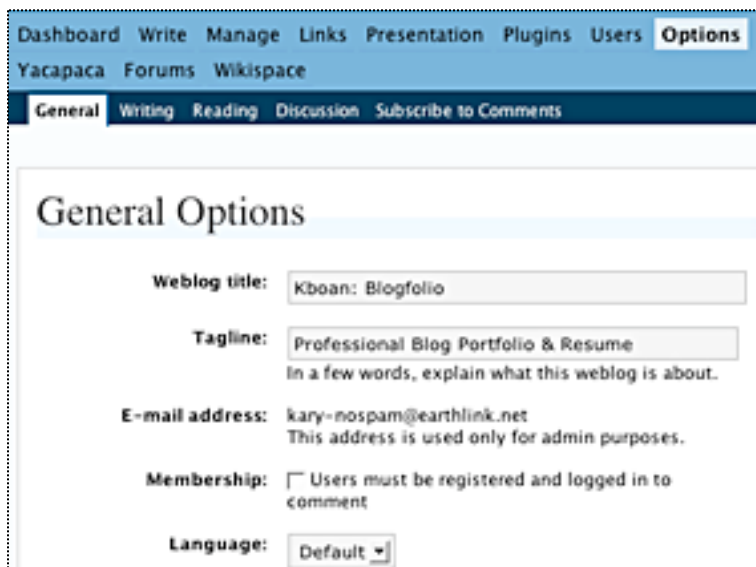
1. To view, edit and/or delete comments, choose **Manage** in the **Navigation Bar**; then choose the **Comments Sub-Panel**.
2. By default, your blog has one comment. You can view it here. Notice at the bottom of the comment are links to **Edit** and **Delete** the comment.



### Turn Off Comments

You can turn the comments off for individual posts. But if you're fairly certain that you never want anyone to comment, then your best bet will be to turn comments off for your entire blog.

1. Choose **Options** in the **Navigation Bar** and then the **Discussion Sub-Panel**.
2. Removing the check from "Allow people to post comments on the article" will turn comments off for all posts and pages.



### Blog Settings to Handle Comments & Spam

If that's too extreme and you want to allow some comments but you don't want EVERYONE to be able to comment, then you'll need to take some action. How do you do that? By choosing the way your blog handles comments.

1. The first thing you can do is require users to be registered and logged in before they can comment.
2. Choose the **Options Panel**. By default, You'll be taken to the **General Sub-Panel**.
3. Place a check in the box that requires users to be registered. That's it. Now, when a non-registered person tries to post a comment, they'll get a message telling them they must register and/or log in first.

## Blog Settings to Handle Comments & Spam, cont.

Scroll further down on the page and you'll see even more options for managing comments.

1. When you place a check by either of the two options under **E-mail me whenever**, you will receive an email when someone posts a comment.
2. Placing a check by **An administrator must approve comment** will hold all comments in moderation before being published to your blog.
3. **Comment author must fill out name and e-mail** provides some protection against spam. It is a good idea to keep this checked regardless of the other options you choose.
4. **Comment author must have a previously approved comment** is similar to a comment being held in moderation, but only for a poster's first comment. Once a comment has been approved, all subsequent comments will automatically be approved.
5. Further down the page you can do a few things to try and combat spam. A typical ploy of spam-bots is to post spam comments with many links. This option tells WordPress to hold all comments for moderation if it has more than 2 hyperlinks. You can change this number if you like.
6. Below that, you can even type typical words that spam-bots use in comments. Clicking on the link **Common Spam Words** will take you to a list that you can copy and paste into the box.
7. The last option on this page allows you to place words in the list that you want completely blacklisted. Be careful. You will not be notified in any way when a comment is blacklisted. And any word that even contains a blacklisted word will trigger this action. Obviously, this is a great way to perhaps exclude curse words and other offensive words from your blog. The poster's comment will automatically be wiped out.

### E-mail me whenever:

- ☒ Anyone posts a comment
- ☒ A comment is held for moderation

### Before a comment appears:

- ☐ An administrator must approve the comment (regardless of a)
- ☒ Comment author must fill out name and e-mail
- ☐ Comment author must have a previously approved comment

### Comment Moderation

Hold a comment in the queue if it contains more than  a large number of hyperlinks.)

When a comment contains any of these words in its content, queue: (Separate multiple words with new lines.) [Common sp](#)

### Comment Blacklist

This is a list of words that you want completely blacklisted because if a comment matches something here it will be. Remember that partial words can match, so if there is a put it in the moderation box above.

☒ Blacklist comments from open and insecure proxies.

## So What's Next?

### Start Blogging!

That's obvious...but the only way you're going to really learn how to use WordPress is to use it.

### View More Tutorials

I have compiled a lot of tutorials and other resources related to WordPress, WPMU (WordPress Multiple Users), Edublogs and blogging in general. They can be found at <http://del.icio.us/landrum>

### Create a Blog on Another WordPress Site

If you or someone you know would like to create a blog that is not education related, there are several free sites from which to choose. The list I've compiled is located at <http://del.icio.us/Landrum/WPMU>

### Start Looking for Your Blog on Google

Give it about three weeks. But in a short while, you should be able to find your blog doing a search on google. Look inside the **Administrative Panel** under **Manage > Referers**. This is a list of people and referring sites that have visited the pages of your blog.

### Make Your Blog More Popular

1. Post regularly - at least once per day
2. Narrow the focus of the content of your blog
3. I know this sounds obvious, but it bears repeating: When writing posts, think about how your content "will read." Is it witty? Funny? Informative is not always enough. What will keep someone coming back?
4. This is one area where using links might help. People searching for popular blogs and websites could be sent to your blog at some point. Someone might visit looking for the info and like what they see.
5. When creating and assigning Tags or Categories, make certain to use common subjects and themes that will be searched most often in everyday search engines and places like Bloglines or Technorati.com
6. Post comments on other people's blogs, leaving your blog URL
7. Turn Pingback on and quote other blogs in your posts.
8. Submit your blog to directories and search engines
9. Set up a Technorati account and "claim your blog."
10. Add a link to your blog in your email signature